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Cancelled

RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH: August 1959

I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	54	136	
2. RECORDS ACCESSIONED	735	1,455	47,363
3. RECORDS DISPOSED OF AT CENTER	7	271	5,399
4. RECORDS TRANSFERRED FROM CENTER	62	82	9,139
5. RECORDS HOLDINGS	32,825		
6. DISTRIBUTION MATERIAL RECEIVED	327	928	28,212
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	132	406	7,322
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	78	210	4,656
9. DISTRIBUTION MATERIAL HOLDINGS	*16,234		
10. TOTAL HOLDINGS	49,059		

II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	1,309	2,384	74,384
12. INFORMATIONAL REQUESTS	164	307	8,121
13. INFORMATION REPORTS	106	150	
14. INTELLIGENCE REPORTS	8,192	16,105	
15. ADMINISTRATIVE ISSUANCES	217	1,125	
16. TOTAL	9,988	20,071	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE
17. INTELLIGENCE REPORTS		
A. INITIAL RECEIPT	20,888	127,680
B. RETURNS	2,805	6,409
18. ADMINISTRATIVE ISSUANCES	1,990	3,890
19. TOTAL	25,683	137,979

IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE
20. OZALID	241	524
21. PHOTOCOPY	46	81
22. DITTO	61	73
23. TOTAL	348	678

V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD
24. TOTAL CAPACITY	72,060
25. UTILIZED	49,059
26. COMMITTED	5,006
27. AVAILABLE	17,995

FORM NO. 1 MAR 57 490j

Includes 1,676 ea 16 MM Negatives

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